

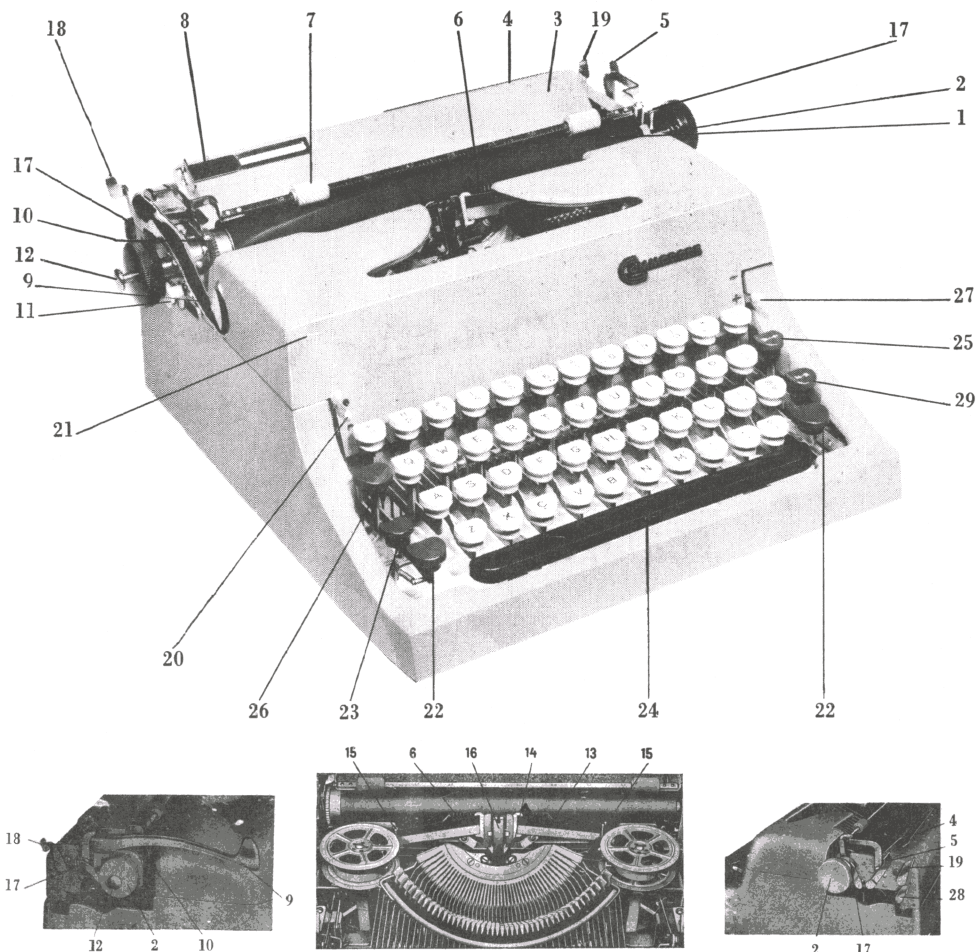
INSTRUCTION BOOKLET

FOR YOUR NEW

*Commodore*

PORTABLE TYPEWRITER





1. Cylinder
2. Cylinder Knobs, left and right
3. Paper Rest
4. Auxiliary Paper Rest
5. Paper Release Lever
6. Paper Aligning Scale (Line Adjustment)
7. Paper Bail
8. Lateral Paper Guide (Guiding of the left paper edge)
9. Line Space Lever
10. Line Space Selector
11. Line Space Disengaging Knob
12. Cylinder Release Knob
13. Ribbon
14. Ribbon Guide
15. Ribbon Direction Change Lever
16. Type Bar Alignment Guide

17. Carriage Release Lever (left and right)
18. Left Margin Stop Lever
19. Right Margin Stop Lever
20. Colour Selecting Lever
21. Top Cover Plate
22. Shift Key (left and right)
23. Shift Key Lever Lock
24. Space Bar
25. Back Spacer
26. Tabulator Key
27. Tabulator Stop Set and Release Key (Setting and individual clearing of tabulator stops)
28. Tabulator Stops Clear Lever (to clear all stops simultaneously)
29. Margin Release Key (for writing in front of the left hand and behind the right hand margin)

# *Instructions*

## **FOR YOUR NEW PORTABLE TYPEWRITER**

### **INSERTION & ADJUSTMENT OF PAPER:**

TURN CYLINDER KNOB (2), if paper requires straightening pull paper release lever (5) forward, adjust paper and restore to its original position. Adjust lateral guide (8) to edge of paper assuring that future sheets will have identical margin.

### **SETTING MARGINS:**

**LEFT** Move carriage to desired position utilizing carriage release lever (17). Depress left margin lever (18) which will automatically set. To move the left margin further to the left simply depress the lever and move the carriage by hand as far left as desired. Depressing the margin lever (18) frees the margin to be moved wherever you wish it.

### **SETTING MARGINS:**

**RIGHT** Utilizing now the right margin lever (19) performs the same operations on the opposite side.

### **LINE SPACING:**

For single, one and a half, or double spacing between the typing lines move (10) accordingly.

### **CAPITAL LETTERS:**

Depress (22) left or right for single capitals. In order to type a series of capitals depress shift lock (23) which will lock into position. Release upon completion.

### **TWO COLOUR RIBBON USE AND STENCIL CUTTING:**

For the typing in black, the upper half of the ribbon, set the ribbon colour selecting lever (20) on blue. The red setting utilizes the lower half of the ribbon, usually red or special, and setting the indicator on white keeps the ribbon motionless for stencil cutting or any work without ribbon.

### **BACK SPACING:**

For each depression of (25) the carriage moves back 1 space.

### **MARGIN RELEASE:**

To type beyond your margin setting either right or left without disturbing your setting depress (29).

### **FREE LINE TYPING:**

In order to type on ruled forms etc. press inward (11) and turn (2) to desired position.

### **TABULATION:**

To set tabular stops, move the carriage to the first position where it should stop automatically, using the type guide (16) to select exact position desired. Press the tabular set key (27) down to +, thus setting that stop. Repeat the same procedure for each position. Return carriage to the beginning of the line, after depressing the tabulator key (26) the carriage will move automatically to the next tabulator stop. To eliminate any one particular tabulator stop, depress the tabulation key as many times as required to reach the stop to be eliminated and in that position raise the tabulator stop set and release (27) upward to—. This erases only the particular stop. The same procedure should be followed for any stop set in the wrong position. All the tabulator stops can be erased collectively by pulling the tabulator stops clear lever (28) forward.

**REMOVING OF THE TOP COVER PLATE:**

Move the carriage far enough to the left to have the line space lever (9) clear of the top cover plate (21). Grasp the cover plate firmly on both sides and pull it upwards until the spring catches release the plate.

**REPLACING OF THE TOP COVER PLATE:**

Align the plate to its correct position and press down until the spring catches click into position and hold the plate firmly in position.

**CHANGE OF THE RIBBON DIRECTION:**

Normally the ribbon winds and rewinds from one spool to the other automatically and does not require any attention. However, in the event a change in the ribbon feed direction should be required, remove the cover plate and in back of each reel there is a small ribbon feed direction change lever (15). When the left lever is pulled forward, the ribbon will wind on the left spool and vice-versa.

**CHANGING THE RIBBON:**

Standard normal width ribbon can be purchased wound on correct spool. Remove the top cover plate, depress the shift lock (23) for better access to the ribbon guide and remove the ribbon from the guide (14), noting how it was inserted.

*For reliable service see:*

**contributed by**

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